

# St. Nicholas Catholic School Family Handbook 2025 –2026

Preschool, Pre-K, Kindergarten and Grades 1 – 6



**Mission Statement:** *St. Nicholas Catholic School is a Christ-centered school whose purpose is to provide students with an excellent religious, academic, and social education so that they may develop a Christian attitude, a solid work ethic, and a respect for themselves and their community.*

[www.stnicholasrupert.org](http://www.stnicholasrupert.org)

P.O. Box 26 – 806 F Street  
Rupert, ID 83350  
Phone 208-436-6320 Fax 208-436-0158  
after school hours cell # 208-312-5302  
[secretary@stnicholasrupert.org](mailto:secretary@stnicholasrupert.org)

## Table of Contents

Welcome .....	4
Philosophy.....	4
Student Learning Expectations .....	5
Governance and Leadership.....	6
Policies.....	6
Admissions.....	7
Tuition	
Re-Enrollment	
Preschool	
Attendance.....	8
Behavior/Student Discipline.....	9
Birthdays.....	9
Calendar .....	9
Child Safety.....	10
Communication.....	10
Emergency Alert.....	10
Community Service/Parent Service Hours.....	11
Volunteer Hours	
Confidentiality.....	11
Curriculum.....	12
Assessments	
Grading	
Homework	
Parent Conferences	
Daily Schedule.....	13
Aftercare	
Dress Code.....	13
Field Trips.....	14
Health.....	14
Accidents	
Medication	
Illness	
Immunizations	
Lunch.....	15
Mass & Religion.....	16
PTC.....	16
Parents.....	16
Playground.....	17

Sacrament Preparation.....	17
Search.....	17
School Closure.....	18
School Property.....	18
Student Records.....	18
Student Safety.....	19
Students Needs.....	19
Technology and Student Devices, Cell Phones.....	20
Transportation.....	20
Weapons.....	21
Website.....	22
Visitors.....	22

## **Welcome to St. Nicholas Catholic School!**

Dear Parents,

Welcome to St. Nicholas Catholic School! We are honored that you have chosen our school as a partner in your child's education and faith formation. Our school is dedicated to fostering academic excellence, a nurturing environment, and a strong foundation in our Catholic faith.

At St. Nicholas, we believe that every child is a unique and valued gift from God. Our dedicated teachers and staff are committed to providing a high-quality education that challenges students to reach their fullest potential. We emphasize a rigorous and engaging curriculum, critical thinking, and a love for lifelong learning.

More than just academics, we strive to create a positive, nurturing environment where students feel safe, supported, and encouraged to grow spiritually, emotionally, and socially. Rooted in Gospel values, we instill in our students a sense of service, compassion, and responsibility to others. Our faith is at the heart of everything we do, guiding our students to become strong moral leaders and active members of their communities.

We look forward to partnering with you in this important journey of faith and learning. Together, we will continue to build a school community where children thrive academically, grow in their faith, and develop the character and confidence to make a difference in the world.

Thank you for being part of our St. Nicholas Catholic School family. May this school year be filled with blessings, joy, and success for your child!

**Blessings,**

***Father Camilo Garcia***

Pastor, St. Nicholas Catholic School

***Colleen Johnson***

Principal, St. Nicholas Catholic School

## **St. Nicholas Catholic School**

St. Nicholas School is the only accredited parochial school in the Mini-Cassia area. State curriculum guidelines are used for each major curriculum area. Standardized tests are administered annually in Kindergarten through 6<sup>th</sup> Grade. In addition, class time is devoted to the instruction of the Catholic faith.

For the safety and well-being of all St. Nicholas Catholic School students, parents, staff, and volunteers of St. Nicholas Catholic School are required to be certified to be “safe adults” by taking a Safe Environment Workshop (SEW) provided by the school and/or the parish. This requirement must be renewed every other year. For those who have never had a SEW, this requirement must be met in a face-to-face workshop by a certified presenter. In subsequent years after the first face-to-face workshop, this requirement may be met with an on-line SEW for a maximum of four years.

## **Philosophy**

**We believe St. Nicholas Catholic School to be an essential element of St. Nicholas Catholic Parish’s mission to proclaim the Gospel:** Our desire is to provide a learning environment where students may encounter the beauty of God in academics, prayer, and play. In believing that God is the source of all joy we wish to illuminate all the school’s activities with that light. Being that faith and reason can lead us to the truths of God, our desire is to foster an environment where students may encounter Christ through both.

**We believe that St. Nicholas Catholic School and Parish are an essential resource for the Domestic Church:** The family, i.e. the Domestic Church, has the primary responsibility in the spiritual and intellectual formation of children. St. Nicholas Catholic School assists families by encouraging the practice of an active family faith life, and an invested interest in academic success based on the child’s gifts and abilities. Our goal is to be a strong asset to families in their work to raise faith-filled children who are intellectually and morally strong.

**We believe in forming the whole person:** Since each human person is endowed with inherent gifts, talents and abilities, we believe that the education environment must form the whole person. Our students learn in an environment where the spiritual, intellectual, social and moral parts of the child are strengthened in an integral manner.

**We recognize St. Nicholas Catholic School to be part of the history of Catholic Education:** Catholic education has continually sought to form children who will unite their work and homes with sharing God’s love. We not only desire our students to excel academically, but to help them discern where God has gifted them and how to respond to those gifts.

**We believe in academic excellence:** To assist each child in personal academic excellence, our curriculum relies on each student’s personal accountability. In addition to teaching of the highest standards, our school adheres to Idaho state standards, diocesan requirements, and the accreditation standards of the Western Catholic Education Association.

## Student Learning Expectations (SLE's)

<u>Faith</u> in Action	<u>Learning</u> in Action	<u>Service</u> in Action
<ul style="list-style-type: none"> <li>Develop a <b>Christian attitude</b> through a variety of experiences, including attending Mass, religion class, liturgies, and prayer</li> <li>Develop a <b>solid work ethic</b> through decisions and choices made using Christian values</li> <li>Develop a <b>respect</b> for God through prayer and a quest for understanding</li> </ul>	<ul style="list-style-type: none"> <li>Develop a <b>Christian attitude</b> by fostering a love of learning through a variety of academic experiences</li> <li>Develop a <b>solid work ethic</b> through accepting responsibility for their own learning</li> <li>Develop a <b>respect</b> for learning that lasts a lifetime by connecting classroom learning with life</li> </ul>	<ul style="list-style-type: none"> <li>Develop a <b>Christian attitude</b> toward all by celebrating the diversity in our school and community</li> <li>Develop a <b>solid work ethic</b> through community service projects</li> <li>Develop a <b>respect</b> for self by knowing God loves us and realizing we have talents to share</li> </ul>

## Governance and Leadership

A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal. If a concern arises, we ask that parents first address the issue directly with the principal. We are committed to working collaboratively to find solutions that best support our students and school community.

If a concern is not resolved at the school level, parents may request the pastor's guidance and intervention. Our goal is to ensure that all matters are handled with fairness, compassion, and in alignment with our Catholic values.

The St. Nicholas Catholic School Board is committed to helping the school operate in a manner that provides a secure environment. School Board members consist of school parents and parishioners. In the Roman Catholic Diocese of Boise, school boards are consultative in nature. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility includes assisting with budgeting, fundraising, policy, building maintenance, and other policy matters.

Generally, the School Board meets on the 3<sup>rd</sup> Tuesday of each month. St. Nicholas School Board meetings are open meetings to all who wish to attend. If a concern should arise that falls within the scope of school board matters, an individual, who is not on the School Board, is welcome to come and address the board at any regularly scheduled board meeting. Anyone wishing to address the board needs to outline their issues in writing and submit them to the principal or board president **one week before** the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.

## Policies

St. Nicholas Catholic School is obligated to abide by all policies of the Diocese of Boise such as the Safe Environment, Non-Discrimination, and Gender Identity Policies. These policies can be accessed on the Roman Catholic Diocese of Boise website: catholic idaho.org.

## **Admission**

When applying to St. Nicholas Catholic School, applicants must adhere to the following guidelines:

1. All children wishing to enroll in kindergarten must be five years old on or before September 1 of the school year in which the child enrolls. A student wishing to enroll in first grade must be six years old on or before September 1st of the year the student enrolls.
2. A certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date must be provided to the school. If other reliable proof is provided, rather than a birth certificate, that proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student's identity and birth date may include a passport, visa or other governmental documentation setting forth a child's identity.

St. Nicholas School is open to all students regardless of their religion, race, sex, age (in accordance with the law), national origin, or disabilities if reasonable accommodations can be made. Admission will not be based solely on ability or achievement. St. Nicholas Catholic School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. However, some students who have needs beyond our capacity to make reasonable accommodations may not be admitted.

All students are expected to follow school rules and exhibit Christian behavior. The school reserves the right to admit students on a probationary period if there is reasonable cause to do so. The school reserves the right to determine that an enrollment of a particular student/family is not in the best interest of the student or school and may deny admission.

### **Tuition and Fees:**

	<b>Registration Fee</b>	<b>Tuition Rate</b>	<b>Reduced tuition rate for registered and participating parishioners in the parish</b>
<b>First Child</b>	\$250.00	\$3,914.00 year	\$3,327.00 year
<b>Second and + child</b>	\$250.00	\$2,740.00 year	\$2,329.00 year

In addition to annual tuition, some fees will apply (field trips, special activities). Once paid, all fees and tuition are non-refundable.

In order to receive the parishioner rate, families must be registered at St. Nicholas Catholic Church or another Catholic parish in the Diocese, and contribute time, talent, and/or financial resources to support the parish. In order to receive a parishioner discount, parents must have a Parish Verification Letter on file at the school. Parish Verification forms can be accessed on the school website under registration or picked up at the school office. Active membership is to be determined by the pastor of the parish of which the family is a member and written confirmation of status may be required.

St. Nicholas uses the FACTS® Tuition Management Service and all tuition payments should be made via FACTS®. There is an annual non-refundable administrative fee for enrollment in the program. Tuition may be paid monthly or annually in August. Lunch and aftercare charges are also billed through FACTS.

## Preschool

St. Nicholas Catholic School offers three preschool programs: a 2 day preschool program, a 3 day preschool program, and a 5 day preschool program. Students must be at least 3 years of age by September 1st and fully potty trained in order to enroll in the 2 day or 3 day program. Students must be 4 years of age to enroll in the 5 day program.

Preschool is from 8:00- 11:10. After care is offered from 11:30-5:30.

Preschool Times	Registration Fee	Preschool Rates
2 day	\$150.00	\$1,615.00 year
3 day	\$150.00	\$2,153.00 year
5 day	\$150.00	\$3,768.00 year

Please communicate with the school about your financial situation. Special financial arrangements must be made prior to the monthly due date. Contact the school office at 436-6320 for assistance. Missing one monthly payment will be considered a default of this commitment.

## Re-Enrollment

Re-enrollment of current students takes place in the spring. Priority for enrollment will be honored for currently enrolled students if registration takes place before the enrollment deadline and all existing school accounts are current. The school reserves the right to determine that re-enrollment of a particular student/family is not in the best interest of the child or school and may deny enrollment.

## Attendance

Good attendance at school is an extremely important aspect of each student's education. The St. Nicholas Catholic School attendance policy states that students are expected to be in attendance whenever school is scheduled. If a student misses more than 10% (16 days) of the school year it is considered excessive. No more than 8 days should be missed per semester. If students are not in attendance at least 90% of the time, it may affect the student's promotion to the next grade.

Please call the school office at (208) 436-6320 no later than 9:00 a.m. if your child is going to be absent. If the student is gone for either a morning or afternoon, determined by the lunch period, a ½ day absence will be counted. Excused absences are illnesses or emergencies that are verified by parents and/or physician and reported to the school office by a note or phone call. Picking up students prior to the end of the day (3:10 p.m.) is strongly discouraged as this causes excessive disruptions for the classroom teacher.

With any absence, the student must complete all missed assignments as required by the teacher and will be permitted two days make-up for each day absent.

**Tardies:** A student is considered tardy if he/she is not inside the classroom at 8:20 a.m.

Students who are tardy must pick up a tardy slip in the office before entering the classroom.



Perfect Attendance awards will be given to students each semester who have no absences (excused or unexcused), no tardies, no early departures, or have not been out of school for any portion of the day for whatever reason.

## **Behavior/ Student Discipline**

The goal of St. Nicholas Catholic School is to help students be successful academically, emotionally, and spiritually. We work to help students understand that they are responsible for their behavior and the consequences of their actions. We guide students in being responsible, loving, forgiving and kind.

### Redirecting behaviors

- *Student redirection*- Students who are not displaying expected behaviors may be redirected by the classroom teacher or a staff member. Repeated behaviors may result in the staff member assigning a consequence and/or communicating with parents.
- *Parent Communication*- Students who are not displaying expected behaviors after multiple redirection, or behaviors of an elevated nature will be recorded in the SIS system (Student Information System) and reported to parents.
- *Administrative Referral*- In some cases, a referral to the principal may be needed.
- *Behavior Contract*- Students who are not displaying behavior improvement, may be placed on a behavior plan.
- Suspension or dismissal may be immediate in the case of potential danger to students, staff, or property.

Facilitating a safe learning environment is a priority at St. Nicholas Catholic School. Each student and parent is expected to recognize the school's authority within the building, playground, church, and at school-sponsored events, which are off campus. We expect St. Nicholas students to respect themselves, their family, their school, their church, their classmates, and their community.

Should a discipline issue arise, all staff members have the authority to intervene and address behaviors of students. When necessary, the Principal will provide additional support. Consequences appropriate to the situation will occur on an individual student basis as necessary to encourage growth and learning. Parents may only receive information regarding their own student's consequences. Any student involved in a disciplinary offense may incur consequences.

## **Birthdays/ Celebrations**

In order to maintain our academic focus, birthday parties will not be celebrated in the classroom for 1<sup>st</sup> through 6<sup>th</sup> grades. On the first Tuesday of each month, birthday students will be recognized during opening and will sit at the "Birthday Table" during lunch.

We do allow birthday parties in PreSchool and Kindergarten. Please check with your child's teacher to find the best time of day to bring in treats. Food treats need to be prepared commercially and in original packaging. No homemade treats, red juice, or gum please. Birthday party invitations may not be passed out at school unless the following condition is met: Every student in the class is invited.

There are also seasonal celebrations during the school year, which may be celebrated with a class party or school event. These include but are not limited to celebrations for Halloween, Christmas, Valentine's Day, and an end of the year party. These parties are planned by room parents with teachers' approval of plans.

## **Calendar**

St. Nicholas Catholic School attends school five days a week. School begins August 20th. Thanksgiving break is November 24th-28th. Christmas vacation is December 22nd-January 2nd. Spring break is March 23rd-27th. For a detailed school calendar, please see Appendix B.

## **Child Safety**

The safety and well-being of our students are top priorities at St. Nicholas Catholic School. In accordance with the Diocese of Boise, all teachers, staff, and volunteers who work with children must complete a criminal background check and Safe Environment training before engaging in any school-related activities. No adult will be permitted to work with students in any capacity until these requirements are met. This includes, but is not limited to, participating in class parties, chaperoning field trips, coaching, or leading after-school clubs and teams.

Volunteers must maintain an active **Safe Environment** status by completing annual renewals through the **Virtus** program. For more details, please refer to the **Child Safety Policy**.  
<https://www.virtusonline.org/virtus/>

## **Reporting**

Schools are required by law to report any suspected cases of child abuse or neglect to Child Protective Services. The responsibility to report abuse/neglect extends to school employees, volunteers, and parents/guardians. Reports of abuse/neglect should be given immediately to an appropriate supervisor. The person suspecting abuse/neglect should never discuss it with the child in question or anyone other than their immediate supervisor.

## **Prevention**

Bullying (including cyberbullying), harassment, hazing, and intimidation of any member of the school community are prohibited. Any reports of any of these actions will be taken seriously and will be investigated by the administration. Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is also strictly prohibited.

## **Threats**

In the event of any actual or perceived threats of violence or other potentially harmful behaviors, St. Nicholas reserves the right to take any actions it deems necessary for the health and safety of our school community, including the individual making the threat. These actions may include contacting law enforcement.

## **Communication Policy**

St. Nicholas communicates with school families and the community on a regular basis. Students, parents/guardians, and prospective families can visit [www.stnicholasrupert.org](http://www.stnicholasrupert.org) to get a variety of important information, forms, and documents to be used at St. Nicholas. Teachers may maintain their own newsletter through our school platforms to inform students and parents about class assignments, upcoming tests and projects, and other valuable classroom information. Parents may also find information about fundraising, uniforms, school lunch programs, and other school information on the website. We also maintain social media pages and share events, photos, and news. **Any parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.**

Additionally, St. Nicholas Catholic School sometimes places news about our school in the local newspaper, Idaho Catholic Register, media including our school website at [www.stnicholasrupert.org](http://www.stnicholasrupert.org) and school social media pages.

Communication regarding official St. Nicholas Catholic School business and activities must be approved by the administration prior to distribution. Only authorized school personnel may establish social media accounts associated with St. Nicholas. Any postings to social media on the school's behalf must go through the administration. School organizations may create their own distribution list only through voluntary sign-ups. Social media pages for sub groups within St. Nicholas Catholic School should be approved by the administration. Content posted to social media sites should not cause disruption or harm to the school's reputation or cause harm to the positive culture of the school community.

## **Emergency Alert System**

St. Nicholas Catholic School has an alert system through FACTS in case of an emergency. We will be using this alert system to communicate events such as school closures, school lockdowns, natural disasters, and any other type of major emergencies that require parent notification. When a message is sent from school administrators, the system will contact you immediately via Text Message.

## **Community Service/ Parent Service Hours**

St. Nicholas Catholic School's learning expectations include faith, learning and service. Students in Kindergarten and first grade are required to complete one service project per year. Students in second through sixth grades are required to complete two service projects per year. We encourage students to select service projects from the Works of Mercy. Classroom teachers will send home service ideas to help students select their volunteer project.

We also require parent volunteer hours at the school. There are many opportunities for parents to volunteer (chaperone, fundraising, lunch, parent work day, putting together packets). The time and talents donated by parent volunteers make a significant contribution to our school's high quality of education. Parents are required to volunteer **15 hours per family, per school year**. Volunteer hours can be recorded in FACTS.

**Volunteer hours not served will be billed at the end of the school year at \$35.00 per hour.** These non-completed volunteer hours will be billed at the end of May. Hours need to be submitted no later than the last day of school. If hours are submitted after the last day of school, they will not be credited to your account. We deeply value the gift of volunteer hours billed hours, but we also understand the demands on families' time and appreciate any way you can support our school community."

We also require each family to sell/purchase **one \$100.00 Fall Auction and Gala packet and one \$75 Basque Dinner Packet.**

- Purchasing door/dinner tickets or raffle tickets for the Auction and Gala or the Basque Dinner may not be used as volunteer hours.
- Jog-A-Long pledges may not be used as volunteer hours.
- It is the parent's responsibility to keep track of volunteer hours served on the log sheet or in FACTS.
- There are many opportunities to volunteer during the school year.

Any person volunteering at St. Nicholas Catholic School and who comes in contact with any student or students must attend an in-person Safe Environment Workshop training session and have a background check completed before volunteering. This is a required mandate by the Roman Catholic Diocese of

Boise. **Every two years, a SEW training session is required for all parents and/or guardians of St. Nicholas Catholic School students.**

## **Confidentiality**

The staff at St. Nicholas is committed to student privacy and confidentiality as outlined in The Family Educational Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA). This Act was designed to protect personally identifiable information of minors. St. Nicholas adheres to these laws in its attempt to protect the privacy of all students.

## **Curriculum**

At St. Nicholas Catholic School, our curriculum is standards-based, ensuring that students receive a high-quality education aligned with state and national benchmarks. Rooted in our Catholic faith, our academic program integrates rigorous instruction in core subjects aligned with our values. We strive to develop the whole child—intellectually, spiritually, and morally—while fostering critical thinking, creativity, and a love of learning. Our dedicated teachers use best practices to meet diverse student needs and prepare them for future success.

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## **Specialty Classes**

Students will have the opportunity to participate weekly in specialty classes. These classes include Music, PE, Library, and Spanish. Kindergarten through 6<sup>th</sup> grade students will have weekly class time devoted to these special classes. All students are expected to participate in specials.

\*Please make sure your child wears appropriate clothing and tennis shoes for PE.

## **Assessments**

A variety of assessments are given throughout the year to assess students' academic progress. Students in Kinder through 6th grades are tested. All students, 3-6 will participate in MAP testing (Measurement of Academic Progress). MAP testing occurs in the fall, winter, and spring. This data is important in tracking student academic progress and analyzing school programs and instruction. Participation in MAP testing is not optional.

## **Grading**

St. Nicholas Catholic School uses standards-based grading to communicate mastery of skill and learning expectations in each grade level. Content assignments and assessments are tied to content standards and progress is reported. The following scale is used for grading:

- **3- Meets Standard (target):** *Student independently demonstrates master of concept or skill.*
- **2- Progressing Towards Standard:** *Students demonstrate partial understanding of the concept or skill and may require assistance or extra time to show understanding.*
- **1- Beginning:** *Student demonstrates minimal understanding of the concept or skill.*

The grade level target for each learning standard is 3. When a 3 is earned, the student has met the grade level expectation for that standard. Some topics may not have mastery until the end of the year. **Learning Rubrics** have been developed for each content area and clearly explain all standards and learning objective

## **Homework**

We believe in the value of regularly scheduled and well-designed homework assignments. Homework provides for our students an opportunity to form life-long study habits and apply new skills and knowledge. It also offers parents an opportunity to form an educational partnership with their children. The amount of time required to complete an assignment may vary depending on the ability and study habits of an individual student. If you find that your child is spending excessively more time than this, please contact your child's teacher.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are held 2 times per year approximately mid-semester. Please refer to the monthly school calendar for dates. Parents are encouraged to contact the teacher whenever they have a question concerning their child's progress.

## **Daily Schedule**

The school day is from 8:00 to 3:10. Students may be dropped off beginning at 7:40 in the morning. Please do not drop students off prior to this time as the doors are locked and there will be no supervision. Students are dismissed at 3:10 p.m. If a student has not been picked up by 3:15 p.m., we will be happy to let them stay in Aftercare. Students will not be allowed to wait in front of the school to be picked up.

## **Aftercare**

St. Nicholas Aftercare is available to students at the school in PreSchool through 6<sup>th</sup> grade. The purpose of St. Nicholas Aftercare is to address the needs of our working parents by extending our regular school day.

Aftercare is offered to PreSchool and Pre-K students from 11:30 p.m. to 5:30 p.m. and to Kindergarten through 6<sup>th</sup> grade students from 3:10 p.m. to 5:30 p.m. There is a \$6.00 per hour charge for Aftercare. All students must be picked up by 5:30 p.m. After that time, there is a \$1.00 per minute charge for late pickup.

Snacks are provided during Aftercare. Students may bring their own snack; however, they may not bring it out until snack time. As part of our Aftercare program, we offer Homework Club for 2<sup>nd</sup>-6<sup>th</sup> Grade from 3:10 to 3:30 p.m., Monday through Thursday. Participation is optional unless a parent/guardian requests daily attendance. Aftercare charges apply to Homework Club.

Students are expected to conduct themselves in a positive manner: respecting themselves, classmates, supervisors, and school property. School rules and dress code remain in effect for the entire duration of Aftercare. Misconduct or abuse of this privilege may result in removal from Aftercare. St. Nicholas Aftercare is closed whenever school is not in session.

## **Dress Code**

It is the intent of St. Nicholas Catholic School to provide a safe, educational environment. A school dress code is intended to encourage modesty, cleanliness, neatness and pride in one's appearance and school community. Students are reminded whenever they are wearing their school uniform, they are representing St. Nicholas Catholic School. Compliance with the dress code is mandatory. Students in 5

day preschool and Kindergarten through 6<sup>th</sup> grade students must be in uniform everyday. Students are expected to arrive at school wearing approved clothing and colors. The administration and faculty will monitor student compliance with the dress code. Students will receive a reminder if they are not in compliance with the dress code.

Please see **Appendix C** for a detailed description of the dress code.

## **Field Trips**

Students are taken on educational field trips off campus to enhance learning experiences. Parents will complete a permission slip at registration to allow students to participate in field trips. Once the permission form is signed by parents/legal guardians, it allows students to participate in class and field trips. Cell phones and other electronic devices are not permitted on field trips unless specific permission is granted by the teacher prior to the field trip.

## **Chaperones and Field Trip Drivers**

The following guidelines are set for parent chaperones and must be followed:

Non-classroom students may NOT accompany any field trip. (i.e. younger siblings, friends, etc.). We feel this may distract from the students' ability to gain full advantage from the outing. Chaperones are assigned students to supervise and asked to monitor those students at all times.

Chaperones must have completed the "Safe Environment" requirements which include the Safe Environment Workshop and a background check. A driver information sheet must be filled out and turned into the **school office a minimum of five (5) business days before the field trip. This form can be found online at [www.stnicholasrupert.org](http://www.stnicholasrupert.org)** under Parents: Creating a Safe Place. Drivers must be at least 21 years of age and have a current Idaho Driver's license. Automobile insurance coverage: \$100,000 per person/\$300,000 per occurrence/ \$100,000 per property. (A combined single limit of \$300,000 is acceptable). The office will need a copy of driver's license, current vehicle registration papers and Insurance Declaration page.

## **Health**

Keeping students healthy is our priority. If a student becomes seriously ill or injured, school staff will administer necessary basic first aid and/or CPR until emergency personnel arrive. Parents/guardians will be contacted as well, so it is imperative that the school has current contact information for parents/guardians, as well as a backup person who would be called in the event that parents/guardians could not be reached. A student who is ill but not in crisis will be sent to the office. If it is determined that the student is too ill to stay at school, parents/guardians will be notified and an authorized person will be required to pick the student up within an hour of being notified.

Parents are required to follow the school's registration protocols for communicating student health concerns such as allergies, medications, and other health conditions. Should the health needs of a student change after the registration period, it is the responsibility of the parent to alert the school secretary of these changes. With ongoing health issues, parents are expected to stay in close contact with school office staff.

St. Nicholas Catholic School may, at times, offer some health and wellness services to students. Per Idaho Statute 32-1015, parents or legal guardians must give consent to their child's school in order for their students to receive "prevention, treatment, cure, care or relief of any physical or mental health condition, illness, injury, defect or disease". By signing this STUDENT AND PARENT HANDBOOK, parents give consent to St. Nicholas staff members and guest teachers, providing emergency and non-

emergency medical services as described above and articulated in Idaho Statute 32-1015. Parents who have concern with providing this consent should arrange for a meeting with school administration.

## **Accidents**

In case of a serious accident, every effort will be made to contact the injured student's parents or guardians. When this is impossible, the person(s) designated as the Emergency Contact on the registration form will be contacted. Parents are responsible for keeping the school office informed of any changes in their address or telephone numbers.

## **Medication**

It is best for students to be given medication at home whenever it is possible. When students do need to take medication at school, parents are required to complete and sign a medication consent form, which can be picked up at the school office. This includes all prescription and over-the-counter medication. Prescription medication must come in the original prescription bottle, clearly marked with the student's name, medicine, doctor, dosage, and the times to be given. Over-the-counter medications must come in the original container, clearly marked with the child's name, dosage, and times to be given. By law, no staff member may administer medication that is brought to school in an unmarked or improperly marked container (i.e. sandwich bag, envelope, etc.). If they wish, parents/guardians may come to school to administer medications. Parents/guardians are requested to provide back-up medication to be kept at school in case the student does not have their self-administered medication when it's needed (i.e. inhaler).

## **Illnesses**

Keeping students healthy is our priority. Please do not send your student to school if they have a temperature of 99 degrees or more, have diarrhea, or are vomiting.

- If a student has any contagious conditions such as chicken pox, head lice, scabies, ringworm, mumps, pink eye, etc., they will be sent home from school.
- If a student becomes ill at school, he/she will be sent to the office and a parent/guardian will be notified to pick up their child.
- Students should not return to school until they are no longer contagious or have a fever.
- LICE--If a student has lice (either nit or live lice), they will need to be picked up from school and receive treatment at home. Please notify the school Secretary so other children may be checked. As with all student interactions, a strict confidentiality will be maintained.

## **Immunizations**

Children are required to meet the minimum immunization requirements or have a valid exemption form on file upon "admission to kindergarten through grade twelve (12) of any Idaho public, private, or parochial school" (IDAPA 16.02.15.100). Please see **Appendix A** for a list of required Immunizations. <https://healthandwelfare.idaho.gov/services-programs/children-families/child-and-adolescent-immunization>

## **Lunch**

### **Hot Lunch**

Applications for free and reduced price school meals are available in the SNCS office

Fees for school meals are as follows:

Student Lunch:	\$3.75
Reduced Student Lunch:	\$2.65
Adult Lunch:	\$5.50
Additional Milk:	\$0.75

Parents are always welcome to eat lunch with their child. Please notify the school office before 9:00 a.m. if you are planning on eating lunch.

### **Lunch from Home**

Students have the option to pack a cold lunch from home. The school does not provide refrigeration for lunches brought by students. Also, the school cannot offer to warm up lunches brought from home. Students may not bring any type of soda or “red” drinks. Drinks in glass bottles are not allowed. If “drive-in” lunches are brought to school for students, please provide milk, water, or juice instead of soda.

### **Mass and Religion**

- One of the most basic purposes of a Catholic school is to assist the parents in the religious formation of their children. Catholic educators do more than convey knowledge to their students; they implant the Christian values that a person needs to put wisdom into actions as they strive to educate the minds and hearts of their students. Class time is devoted to the instruction of the Catholic faith each week. Each member of our school community strives to reflect Jesus’ living presence. Gospel values permeate the entire school community as teachers integrate gospel values into all subject areas, enabling the student to relate Gospel principles to each aspect of life. Students are regularly challenged to live their faith through lessons taught in each classroom, activities in groups, and planned retreats throughout the year.
- All students, Catholic and Non-Catholic, attending St. Nicholas Catholic School are expected to participate in religion class and to be present at all liturgical programs/events. Students in grades Kindergarten through 6<sup>th</sup> grade participate in Mass each week on Thursdays at 8:30 a.m. Students are required to wear their Mass uniforms on Thursdays (see Dress Code). Family members and parishioners are strongly encouraged to attend. Anyone who has not received the Sacrament of the Eucharist is welcome to come forward during Communion to receive a blessing, indicated by crossing your arms over your chest. The Sacraments of First Reconciliation and First Communion are a part of the second grade religion curriculum.
- Each class creates and follows through with various service projects throughout the year that flow from themes studied in Religion class or from daily/weekly assembly activities. Some examples of class service projects are singing for shut-ins and care patients, altar serving, greeting cards for parish members-military-senior citizens-seminarians-etc., singing in the choir, prayers for others, flag raising and lowering, stuffing bulletins, table group leaders, giving birthday greetings, setting up the parish hall for church and school activities, and many more. Each individual 6<sup>th</sup> grade student is responsible for creating and completing an individual community service project.

### **Parent/Teacher Club (PTC)**

St. Nicholas is fortunate to have a wonderful and very active PTC program that helps to bring school and community together. The PTC meets annually at the Fall Open House and monthly throughout the year. In addition to conducting many projects for the school, it affords a positive social environment whereby parents come to know each other. The PTC sponsors numerous educational, social, and fundraising activities. All parents are invited to participate and volunteer in order to maintain these support programs.

### **Parents**



At St. Nicholas Catholic School, we believe that a strong partnership between parents and educators is essential to each child's success. We encourage open communication, collaboration, and active involvement in school activities. By working together, we can support students academically, spiritually, and socially, helping them grow into confident, faith-filled learners. Parents are always welcome to participate in their child's education through volunteering, attending school events, and reinforcing learning at home. Together, we create a nurturing environment where every child can thrive.

## **Custody**

For families with custodial rights shared between households, the school will contact the primary custodial parent in the case of a health concern, discipline issue, or other issue meriting a phone call to home. The school will make efforts to communicate as much as possible with both custodial parents; however, the school is only required to contact one custodial parent. The school will make every effort to contact the parent who has custody at the time of a time-sensitive incident; however, the default contact will remain the primary contact indicated on our Student Information System.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file an "up-to-date" court-certified copy of the custody section of the divorce or separation decree with the school's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

For families with changing custody and financial arrangements, it is the responsibility of the parent to provide documentation to the front office and communicate custody and financial arrangements with appropriate school staff.

Parents or guardians should not request information from a staff member about a child or parent that is intended to be used in custody cases unless subpoenaed by the court. St. Nicholas staff should not be involved in custody cases. Together, let us commit to working in partnership as we support one another in helping

## **Playground Rules/Recess**

All students, Preschool through 6<sup>th</sup> grade, are required to be outside for scheduled recess. The adult on duty is in charge and students are expected to cooperate as requested. If discipline is necessary, students may receive time-outs, parent notifications, or citations.

School recess is held indoors only when the weather becomes extremely cold or wet. Students should be prepared for cold weather by dressing with a heavy coat, gloves, hat and boots.

Parents should send a dated note if a student needs to stay inside for recess for a medical reason. Children may not stay in from recess more than 2 days in a row.

## **Sacrament Preparation**

During our students' second grade year, our students will prepare to receive the sacraments of Reconciliation and First Holy Communion. In order to receive the sacraments, students must be baptized in the Catholic church. Baptismal certificate copies must be given to the school at the beginning of the school year. Parents are required to be active participants in the students' preparation for these important sacraments.

Students in second grade who are not baptized Catholic will not receive the Sacraments of Reconciliation and Eucharist; however, these students will participate in the religious instruction

portion of the sacrament preparation program.

## **Search by School Officials**

St. Nicholas Catholic School reserves the right to search a student's person and student's personal belongings without notice, consent, or search warrant on school or church property, at school-sponsored events, or while under the supervision of school officials. If a search of a student is deemed necessary, parents will be contacted afterwards to inform them of the situation.

## **School Closure**

Families will be notified about school closures electronically through our emergency alert system. All families are required to be enrolled in the emergency alert system, and it is the parents' responsibility to maintain accurate contact information.

In addition to the electronic notification, parents may also check the local TV channels, radio stations, our website [www.stnicholasrupert.org](http://www.stnicholasrupert.org); or the public schools websites either at <http://www.minidokaschools.org>. If Minidoka County Schools are closed because of weather conditions, St. Nicholas School will also be closed.

In the event of an emergency school closure after school has begun for the day, there will be an immediate emergency alert to inform parents. Staff will stay with students who are not picked up immediately for 30 minutes. After 30 minutes, all children will be sent to Aftercare.

## **School Property**

Students are responsible for and expected to properly care for school property that is supplied to them throughout the school year. Property of the school includes, but is not limited to, such items as books, laptops, technology devices, lockers, athletic uniforms, athletic equipment, musical instruments, furniture, and apparel provided in order to adhere to dress code requirements. If property is not returned or is damaged beyond what would be considered normal wear and tear, the parent or guardian will be charged the replacement value of the item. Suspension or dismissal may be immediate in the case of potential danger to students, staff, or property.

## **Student Records and Privacy**

St. Nicholas Catholic School complies with the Family Educational Rights and Privacy Act (FERPA) (PL 93-380), which grants parents and legal guardians the right to access their child's educational records while restricting the release of personally identifiable information without parental consent. Non-custodial parents also have the right to access their child's records unless a court order specifies otherwise. It is the responsibility of parents to provide the school with any legal documentation regarding custody arrangements. In the absence of such documentation, the school will assume that both parents have equal rights to access student records and information.

Student cumulative educational records at St. Nicholas may include academic progress, behavioral and disciplinary records, and enrollment-related documents. A full student record will

only be released upon a formal request from another school or authorized entity. Parents who wish to review their child's records must contact the main office to schedule an appointment.

All requests for student recommendations related to enrollment at another educational institution must be submitted through the registrar. Teachers are not permitted to process these requests independently. However, requests for teacher recommendations for student awards or scholarships may be sent directly to the teacher, provided they include details about the purpose and scope of the recommendation.

If a family has outstanding financial obligations to St. Nicholas Catholic School, student records will not be transferred to another institution until those financial commitments are fulfilled.

## **Student Safety**

St. Nicholas Catholic School is committed to providing our students with a safe environment while attending school. Faculty and staff are required to wear staff identification name badges. All faculty, staff, and SNCS parents/guardians are required to attend a Safe Environment Workshop, either face-to-face or on-line, every other school year. All other non-parent volunteers must attend a Safe Environment Workshop session prior to participating in activities involving the students. Visitors are required to check in at the school office upon entering the school during school hours and must wear visitor identification (unless they are just picking up their child). Classroom visits and interactions are encouraged and must be scheduled with the teacher prior to the visit.

Please talk to your child about basic safety rules, such as crossing streets only at crosswalks; not accepting rides with or talking to strangers; and immediately reporting suspicious activity. Teach your child basic family information, including cell phone numbers, address, emergency contacts, family code (if one exists), parent/guardian full names and places of employment.

St. Nicholas Catholic School has an "access control system" to monitor visitors coming into our school. We ask parents and other visitors to ring the "doorbell" by the front door and wait patiently until the door is unlocked for entrance into the building. The front doors will remain locked during the day except during high traffic times such as at the beginning of the day and end of the day pick-up.

Regular evacuation, lockout and lockdown drills are held at school. Evacuation routes are posted in each room. St. Nicholas Catholic School has a Crisis Plan to be utilized in the event of an emergency situation. In the event of an emergency situation that would make SNCS unusable, students will be walked to the Rupert Civic Auditorium or the Minidoka School District Service Center. Parents/Guardians will receive an emergency alert notification and will need to pick up students at the designated location.

## **Students with Special Needs**

St. Nicholas Catholic School works to meet the needs of all students. Although the goal is to provide an education to all students who desire it, St. Nicholas recognizes that in some cases, that may not be possible and/or in the best interest of the student.

St. Nicholas does not have access to the same number of resources as the public-school system and does not have a separate special education program. The administration will work with families to make decisions to ensure that all students are in the environment that provides an appropriate level of resources, support, and ultimately success.

## **Technology and Student Devices**

The Student Technology Acceptable Use and Expectations Policy (#1205) applies to all devices on

at St. Nicholas including, but not limited to: personal laptop computers, tablets, iPads, school computers, and cell phones. St. Nicholas Catholic School students are expected to use technology resources in a considerate, ethical, moral, and legal manner.

St. Nicholas Catholic School's technology resources are intended to enhance educational opportunities, productivity, and communication within the school community. The use of St. Nicholas' Catholic School's technology is a privilege and not a right.

Our teachers and students use a number of online programs and platforms and educational software to enhance and facilitate learning. Use of these programs requires that basic student information (e.g., name, age, date of birth) be disclosed for account set up.

## **Computer Use Policy**

All technology systems at St. Nicholas Catholic School, as well as any information stored on them, are subject to school monitoring and review. This includes, but is not limited to, school-managed storage systems (such as Google Apps for Education), school computers, and any personal devices students bring to campus. Additionally, St. Nicholas reserves the right to share relevant information with legal authorities if necessary. Any student found in violation of this policy or applicable local laws may face disciplinary action, a loss of technology privileges, and may face legal prosecution. The school reserves the right to confiscate and review information on any student's electronic device.

### **Acceptable Use**

St. Nicholas Catholic School provides students with network and computer access to support its mission and educational philosophy. All student use of the school's network must align with the values and academic goals of St. Nicholas Catholic School.

Personal devices may be allowed for specific assignments with prior teacher approval.

### **Prohibited Use**

Students are not permitted to engage in the following activities while using the St. Nicholas network or accessing school-related data:

#### **1. Inappropriate Use:**

- Sending, receiving, displaying, or accessing defamatory, threatening, racially offensive, obscene, harassing, sexually offensive, inappropriate, or illegal materials including chain-letters, solicitations, or broadcast messages;
- Gaming without the approval of faculty or administration

2. Vandalism/Hacking: Using the school's access or other Internet access to interfere with or disrupt network users, services, St. Nicholas equipment or data or the equipment or data of another student, either locally or off campus. This includes, but is not limited to, the uploading or creation of computer viruses;

3. Unauthorized Entry: Accessing or trying to make unauthorized entry to any machine accessible via the school's network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately;

4. Inappropriate Material: Using their school access to knowingly visit sites that contain illegal, defamatory, inaccurate, or potentially offensive material nor import transmit and/or transfer any of this material to other computers;

5. School Personnel: Taking, transmitting, sharing or posting to websites any images, photos, comments or video of employees of St. Nicholas Catholic School. This includes the creation of fan pages or groups on social networking sites.

6. Private Use: Providing St. Nicholas access or password or sharing another student's password with any other student or non-student. Students may not use another individual's account or log onto the school network as anyone else.
7. Personal Privacy: Invading the privacy of individuals, or revealing personal information of others or themselves, such as home address, phone number, etc. to any person or company on the Internet or through email;
8. Unauthorized Programs or Computers: Altering school computer equipment (including copying, deleting, or installing programs or executables) without the permission of school personnel.
9. Copyright: Posting to websites or blogs any photos or logos that are property (intellectual property) of St. Nicholas Catholic School. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
10. Commercial Use: Attempting to sell or offer for sale any goods or services that could be construed as an enterprise, unless approved by the Board or their designee.
11. Bypassing Security: Using unauthorized technology for the purpose of bypassing security systems, including internet filtering. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/ software, personal hot-spots or other technologies.
12. Personal Devices: At no time will a student connect their personal device to the St. Nicholas network.
13. Social Media: Students are prohibited from interacting with St. Nicholas staff members on social media.

Any costs, charges, liabilities, or damage associated with a student's misuse of St. Nicholas technological properties are the individual student's responsibility. Any consequences of service interruption or privacy violation may lead to disciplinary action. Such action can include suspension and or dismissal from land legal prosecution.

Families will be billed for the cost of repair or replacement of assigned student devices or other equipment. Students should take responsibility for the care of their assigned school devices, as damage to the device is their responsibility. In the event that a student device is undergoing repairs, the school will make every effort to make a replacement device available. Violations of the Acceptable Use Policy fall under the Student Discipline Policy.

## **Telephones**

Telephones are generally not available for student use. We will discourage your child from phoning you unless absolutely necessary. Making arrangements to go home with another child or to ask parents/guardians to bring forgotten homework or other items to school is not considered reasonable grounds for telephone use. It is our policy to not pull students out of class for phone calls unless there is an emergency. When you call the school with a message for your child, we will do our best to deliver it as soon as possible.

## **Cell Phones, Smart Watch, and Electronic Devices:**

All student cell phones, watch phones, and electronic communication devices will remain off and secured in a backpack from 7:50 a.m.-3:10 p.m. Students may not use electronic communication devices during school hours or while they are in Aftercare. Emergency contact will be handled through the school office.

If a student has his/her cell phone, watch phone, or electronic communication device out during school hours for a non-emergency, it will be kept in the school office for a parent to pick up by parents.

## **Transportation**

St. Nicholas Catholic School students may ride the bus to and from school using the Minidoka County School District buses. It is the parent/guardian's responsibility to contact the Minidoka County School District Bus Garage at (208) 436-3311 for busing information.

The school bus driver shall be in charge of the bus at all times and shall be responsible for order. Students may be barred from riding the bus or receive other discipline if their behavior is deemed inappropriate or unsafe. In the event that Minidoka busing is not available, parents are responsible for dropping off and picking up students. Such days will be noted on the monthly school calendar.

## **Weapons**

St. Nicholas Catholic School is committed to providing a safe and secure environment for all students, staff, and visitors in order to maximize learning opportunities. While the school cannot guarantee elimination of all safety threats, it directs the administration to implement policies and procedures, which are designed to reduce and minimize the safety risk.

St. Nicholas Catholic School has no tolerance for students or their family members who use, threaten to use, or possess on any school or church premises or at any school-sponsored activity, regardless of location:

- Firearms
- Destructive devices
- Weapons
- Dangerous instruments
- Explosives
- Mace or other chemicals
- "Look-alike" weapons

Students who assist others in doing any of the above are subject to the same disciplinary action. The Principal or designee has the authority to determine the extent of the threat and/or the disruptiveness to the health, safety, and/or educational process of other individuals in each a particular situation. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

Per Idaho State Law 18:330 2D, possession of weapons or firearms is not permitted in school buildings, on school grounds, or at school events.

## **Website**

Please check the school website for complete information, including the staff directory, board information, school calendar, fundraising opportunities, and additional resources.

[www.stnicholasrupert.org](http://www.stnicholasrupert.org)

## **Unwritten Regulations**

This policy booklet is limited in content. Emphasis has been placed on those things, which are believed most pertinent and beneficial to the students, parents, and personnel of St. Nicholas Catholic School. It would be impossible to anticipate all problems which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Nicholas Catholic School will be held to be unacceptable even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

### **Visitors**

For the safety and protection of our students and staff, visitors must check in with the secretary and sign in to obtain a visitor or volunteer badge before going anywhere else in the building. When leaving, they are asked to return to the office and sign out. This does not pertain to parents picking up their children at regular dismissal time.

This handbook will serve as an introduction and a guide to our goals, policies, and procedures. By enrolling your child at St. Nicholas Catholic School, you and your child(ren) agree to abide by the policies and procedures outlined in this handbook.

# ***St. Nicholas Catholic School Code of Conduct***

## ***Expectations of Students***

"I will behave in a Christ-like manner."

### **Spiritual**

I will respect others and myself in speech and actions by:

- exhibiting empathy, kindness, and forgiveness to others.
- being cooperative with teachers and schoolmates.
- using polite manners and appropriate titles when addressing others.
- respecting the rights, safety, and well-being of others.
- refraining from harassing and bullying.
- helping and assisting others cheerfully and lovingly.

### **Academic**

I will take an active part in my learning by:

- developing self-confidence.
- concentrating and persevering.
- developing independent work skills and habits.
- completing and turning in all assignments in a timely manner.
- developing appropriate time management skills.
- assuming a fair share of the workload in group work.
- working and learning in cooperation with others.
- listening attentively at all times.
- being prepared daily for class.
- being consistent in attendance and punctuality.

### **Community**

I will take the Gospel message and build God's Kingdom here on earth by:

- taking responsibility for my own actions.
- following the directions given by those in authority.
- actively listening to what others have to say.
- respecting the personal space of others.
- being honest and truthful in word and deed at all times.
- being careful with all property: the school's, other's, and mine.
- using safety habits at all times while on the school campus: inside the classrooms, the halls, restrooms, cafeteria, gym, playground, and the church.
- not bringing guns, knives, or weapons; replicas of guns, knives, or weapons; prescription or non-prescription drugs; or any potentially dangerous items onto the school campus.
- abstaining from the use of abusive or profane language.



- never engaging in dangerous, violent, threatening, or illegal activities.

### **Expectations of Parents/Guardians**

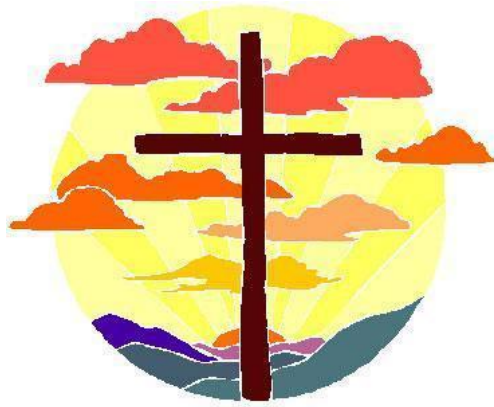
“I will model for my child a lifestyle that demonstrates Christ-like behavior.”

- I will interact with staff, children, and other parents in a respectful manner.
- I will support the academic progress and spiritual growth of my child by:
  - assisting in homework assignments and behavior plans.
  - ensuring that my child is consistent in attendance and punctuality.
  - preparing my child to be ready to learn each day.
  - encouraging my child's best effort at all times.
  - reviewing and explaining school rules and procedures with my child.
  - expecting my child to know and follow classroom and school rules.
- I will celebrate my child's learning, recognizing and appreciating their accomplishments.
- I will maintain open, ongoing communication/dialogue with my child's teacher.
- I will be knowledgeable and supportive of the school policies and expectations.
- I will resolve differences in a sincere and genuine manner giving validity to differences.
- I will be an active member of my child's educational team.
- I will volunteer my time and talent to the school (at least 15 hours per family per year and participate in at least 1 of the 5 major fundraisers).
- I will attend the Safe Environment Class for parents and volunteers.

### **Expectations of Faculty and Staff**

“I will exhibit a Christ-like lifestyle demonstrating and modeling Catholic beliefs and values.”

- I will respect myself, other staff members, the children, and parents/guardians.
- I will support the spiritual and academic growth of the children.
- I will provide a positive environment for learning and celebrate each child's growth and accomplishments, while employing accepted best instructional practices.
- I will maintain open communication/dialogue with children, families, and faculty/staff.
- I will support the mission statement, vision statement, and policies of the school.
- I will ensure confidentiality and privacy in regards to records and the people I serve.
- I will adhere to the guidelines established in the Idaho Teacher Code of Ethics.  
<https://www.sde.idaho.gov/cert-psc/psc/>
- I will be an active member of the children's educational team.
- I will make every effort within my means to protect the students from conditions detrimental to learning or to physiological, psychological, or spiritual well-being.



*Thank you for choosing a Catholic Education for your child.  
Your choice represents an investment of love, commitment, time, money and dedication.  
Let us strive to work together  
---school, parish, community and family---  
to empower your child to achieve full academic potential  
and Christian maturity.*

***“Teach your child in the way he should go and he will not stray from  
it.”  
Proverbs 22:6***

## APPENDIX A: Immunizations

K-6 <sup>th</sup> Grade Immunization Requirement by Age	Doses of Vaccines Required
Children born after September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A
Children enrolled in Preschool or Aftercare:	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B (4) ActHib or (3) Pedvax Hib

- Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. **All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health & Welfare.**
- DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older.
- Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose.
- Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
- In case of an outbreak, if a child is not fully immunized or exempt, he/she will be excluded from school for a period of time that could be up to 4 weeks.

# Appendix B: CALENDAR

## St. Nicholas Catholic School 2025-2026 STAFF CALENDAR

### July

4 Independence Day

JULY							Student Days	Contract Days
S	M	T	W	T	F	S		
			1	2	3	4	5	
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
28	29	30	31				8	8

### August

18th Back to School Night  
20 First Day of School

AUGUST							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	28	29	30		5	
31							8	

### September

1 Labor Day, No School

SEPTEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	4	
7	8	9	10	11	12	13	5	
14	15	16	17	18	19	20	5	
21	22	23	24	25	26	27	5	
28	29	30					2	
							21	

### October

14th PTC 3:00-6:00  
15th PTC 3:30-6:00  
16th No School PTC 8:00-3:00  
17th No School

OCTOBER							Student Days	Contract Days
S	M	T	W	T	F	S		
			1	2	3	4	3	
5	6	7	8	9	10	11	5	
12	13	14	15	16	17	18	5	
19	20	21	22	23	24	25	5	
26	27	28	29	30	1		5	
							21	

### November

6th-7th No School- Catholic Conference  
24-29 Thanksgiving Break, No School

NOVEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
					1	2	0	
2	3	4	5	6	7	8	5	
9	10	11	12	13	14	15	5	
16	17	18	19	20	21	22	5	
23	24	25	26	27	28	29	5	
30							13	

### December

22-31 Christmas Break, No School

DECEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	0	
7	8	9	10	11	12	13	5	
14	15	16	17	18	19	20	5	
21	22	23	24	25	26	27	5	
28	29	30	31				0	
							18	

### January

1 New Year's Day  
1-2 Christmas Break  
5 School resumes  
15 End of Semester  
16 No School- teacher Workday

JANUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3	0	
4	5	6	7	8	9	10	5	
11	12	13	14	15	16	17	4	
18	19	20	21	22	23	24	5	
25	26	27	28	29	30	31	5	
							19	

### February

16 Presidents Day, No School  
13 Teacher In-Service  
16 No School President's Day

FEBRUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	5	
8	9	10	11	12	13	14	4	
15	16	17	18	19	20	21	4	
22	23	24	25	26	27	28	5	
							18	

### March

10 PTC 3:30-6:00  
11 PTC 2:30-6:00 p.m.  
12 No School PTC 8:00-3:00  
13 No School  
23-27 Spring Break, No School

MARCH							Student Days	Contract Days
S	M	T	W	T	F	S		
							0	
1	2	3	4	5	6	7	5	
8	9	10	11	12	13	14	5	
15	16	17	18	19	20	21	5	
22	23	24	25	26	27	28	0	
29	30	31					2	
							18	

### April

3 No School- Good Friday  
6- No School- Easter Monday

APRIL							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3	4	2
5	6	7	8	9	10	11	4	
12	13	14	15	16	17	18	5	
19	20	21	22	23	24	25	5	
26	27	28	29	30			4	
							28	

### May

15 Last Day for Preschool  
20 Last Day of School 1:00 pm dismissal

MAY							Student Days	Contract Days
S	M	T	W	T	F	S		
					1	2	1	
3	4	5	6	7	8	9	5	
10	11	12	13	14	15	16	5	
17	18	19	20	21	22	23	5	
24	25	26	27	28	29	30	0	
31							14	

### June

JUNE							Student Days	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	0	0
7	8	9	10	11	12	13	0	0
14	15	16	17	18	19	20	0	0
21	22	23	24	25	26	27	0	0
28	29	30					0	0
							0	0

LEGEND:						
	School					
	No School,					
	PTC					
	PTC					

Total Student Days/Contract Days

164	8

Approved

## APPENDIX C: DRESS CODE

At St. Nicholas Catholic School, the dress code is designed to promote modesty, cleanliness, neatness, and a sense of pride in both personal appearance and the school community. Students are expected to uphold these values and remember that whenever they wear their school uniform, they represent St. Nicholas.

We believe that students should be valued for who they are rather than what they wear. The administration and faculty will ensure that students adhere to the dress code, and student attire should never be a distraction from the learning environment. The administration reserves the right to determine the appropriateness of a student's appearance and enforce compliance with the dress code.

K-6 Boys	K-6 Girls
<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Solid red, navy, royal blue or white polo shirt with a collar.</li> <li>• Solid red, navy, royal blue or white cardigan, crewneck sweatshirt or pullover sweater. No oversized clothing.</li> <li>• No logos, stripes, patterns or embellishments other than approved St. Nicholas monogram.</li> </ul> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>• Solid navy or khaki pants or shorts</li> <li>• <b>No cargo pants</b>, sweat pants, or embellishments</li> <li>• Bottoms must fit appropriately and work around the waist. No oversized baggy pants</li> </ul>	<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Solid red, navy, royal blue or white polo shirt with a collar.</li> <li>• Solid red, navy, royal blue or white cardigan, crewneck sweatshirt or pullover sweater. No oversized clothing.</li> <li>• No logos, stripes, patterns or embellishments other than approved St. Nicholas monogram.</li> </ul> <p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>• Solid navy or khaki pants, shorts , skirt, skirts or dress/jumpers. Shorts/skirts must be no shorter than 2 inches above the knee. <b>No cargo pants or leggings.</b></li> <li>• No embellishments, ruffles, or lacey.</li> </ul> <p>*Tights and leggings can be worn under a skirt or jumpers only. Must be a solid color: red, navy blue or white.</p>
K-6 Boys Mass	K-6 Girls Mass

<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Red collared shirt or cardigan, crewneck St. Nicholas sweatshirt, or pullover sweaters (no non-school logos)</li> </ul> <p><b>Bottom:</b></p> <ul style="list-style-type: none"> <li>• Solid navy or khaki pants. <b>No shorts</b>, capris or snow pants</li> <li>• Nice shoes</li> </ul> <p><b>Servers:</b></p> <ul style="list-style-type: none"> <li>• Must wear dressy black shoes and have hair neatly combed</li> </ul>	<p><b>Tops:</b></p> <ul style="list-style-type: none"> <li>• Red collared shirt or cardigan, crewneck St. Nicholas sweatshirt, or pullover sweaters (no non-school logos)</li> </ul> <p><b>Bottom:</b></p> <ul style="list-style-type: none"> <li>• Solid navy or khaki pants, skirt or dress. No shorts, capris or snow pants.</li> <li>• Nice shoes</li> </ul> <p><b>Servers:</b></p> <ul style="list-style-type: none"> <li>• Must wear dressy black shoes and have hair pulled back in a ponytail or braids</li> </ul>
<b>Footwear- Girls/Boys</b>	<b>Hats/ Headwear</b>
<ul style="list-style-type: none"> <li>• Socks and shoes must be worn at all times. Socks must be plain.</li> <li>• <b>Tennis shoes or snow boots only.</b></li> <li>• No wheeled or Heely style shoes. <b>No crocs</b>, flip flops or open toe sandals.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may wear ball caps and hats outside. All headwear must be removed in the buildings.</li> <li>• No political or offensive writing on ball caps</li> <li>• Novelty hats are not allowed</li> </ul>
<b>Preschool</b>	<b>Spirit Days</b>
<ul style="list-style-type: none"> <li>• <b>5 day preschool will be required to follow the uniform policy</b></li> <li>• 2/3 day preschool does not have to wear a uniform, but clothing should be clean and modest</li> <li>• No sleeveless, tank tops, or spaghetti straps</li> <li>• No costumes</li> <li>• Students must wear socks with closed toe shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• SNCS logo t-shirts may be worn on Spirit days</li> <li>• Jeans may be worn with a spirit shirt (no sweatpants or baggy pants.</li> <li>• If a student doesn't wear a spirit shirt, they should wear a uniform top</li> </ul>

### Miscellaneous

- Girls may wear small, single post, non-dangling earrings.
- Boys may not wear earrings.
- A simple religious necklace and/or simple, single bracelet is permitted.
- Tattoos and writing on the skin are prohibited. Temporary tattoos must not be visible.
- **Hair-No artificial coloring or bleaching, no colored hair extensions, and no extreme haircuts (e.g., designs, mohawks, words, etc.).**
- **Make-up, artificial nails, and/or colored/sparkly nail-polish is prohibited** (clear polish is allowed).

### ADDITIONAL UNIFORM NOTES:

#### Appearance:

- Students must arrive at school clean and neat in appearance.
- Shirts must be tucked in at all times.
- Clothing must be the correct size and in good condition with no holes or tears.
- Hair shall be well-groomed and clean.